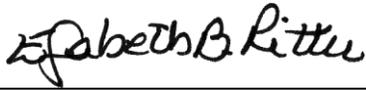


STATE OF CONNECTICUT
STATE DEPARTMENT ON AGING
STATE UNIT ON AGING (SUA)
PROGRAM INSTRUCTION



Elizabeth B. Ritter, Commissioner

August 11, 2015

Effective Date

PROGRAM INSTRUCTION: SUA-SPI-15-02

This PI replaces SUA-SPI-11-03

PROGRAM (S): National Family Caregiver Support Program, CT Statewide Respite Care Program

SUBJECT: Implementation of a Self-Directed Care Option for Respite Services within the Connecticut National Family Caregiver Support Program (NFCSP) and the Connecticut Statewide Respite Care Program (CSRCP)

This Program Instruction (PI) provides procedures for implementing the self-directed care option for the NFCSP and the CSRCP.

For purposes of this program instruction, the term “participant” shall refer to a caregiver, care recipient or a care recipient’s representative under whose direction and control services are received under the self-directed program option.

The self-directed care option will increase the flexibility of the selection and delivery of respite services within the NFCSP and the CSRCP by allowing participants to select, hire and supervise individuals who provide personal care assistant services. Respite services that are provided under the self-directed care option are planned, budgeted and purchased under the direction of the caregiver, care recipient, or a care recipient’s representative. All eligibility requirements for the self-directed care option remain the same as for traditional respite services for both programs.

- 1) Each Area Agency on Aging shall ensure that existing participants and new consumers are made aware of this service option. AAA Care Managers shall develop a Care Plan for each caregiver who chooses the self-directed option to determine not only the type(s) of services required, but also the duties required of the personal care assistant(s). The Care Plan may include a combination of traditional and self-directed care services depending upon participant need and request.
- 2) AAA’s shall contract with a Fiscal Intermediary who will work with the caregiver and assist them in handling the financial management portion of the caregiving arrangement. In so doing, the AAA’s shall ensure compliance with all federal and state laws, including but not limited to employment related rules and regulations. A service order shall be sent to the Fiscal Intermediary, who will be responsible for tracking each participant’s program funds and will make disbursements upon receipt of all required invoices, time sheets, and receipts according to the authorized Care Plan. All fees paid to the Fiscal Intermediary on behalf of an individual seeking respite services shall be included in the Care Plan. The following requirements must be met by the Fiscal Intermediary:
 - Register the participant as an employer with the State and Federal Government;

- Submit all State and Federal tax forms;
 - Arrange for and ensure that worker's compensation insurance is paid on behalf of the employer, if applicable, per state and federal labor laws;
 - Process timesheets and payroll;
 - Pay all State and Federal tax withholdings and issue personal care assistant(s) paychecks;
 - Generate W-2 and all other necessary tax forms; and
 - Respond to all participant requests regarding payment to the personal care assistant(s).
- 3) A personal care assistant shall be:
- At least 18 years of age;
 - Able to understand and carry out directions given by the participant;
 - Able to physically perform the duties on the plan of care;
 - Willing to receive training in the duties to be performed;
 - Able to handle emergencies;
 - Able to maintain an effective working relationship with the participant, and
 - Able to operate any special equipment needed to help with activities of daily living.
- 4) The rate of pay for the personal care assistant is set by the participant and shall range from \$10.85 - \$17.60 per hour. The care plan shall include all Fiscal Intermediary fees.
- 5) The following individuals shall **not** be paid to provide personal care assistance services:
- Spouse of the care recipient,
 - Conservator of the care recipient, or
 - A relative of the Conservator UNLESS -
 - a) A completed **CSRCP/NFCSP Request for Administrative Exception Form** is submitted to the Statewide Program Coordinator for review and, after consideration of the circumstances, approval is granted for the hiring of the relative of the Conservator.
- 6) Program participants receiving services under this option shall be recorded under a separate Fund Identifier in the SAMS system. Modified service codes with the prefix "SD" (Self-Directed Care) shall be used to capture these services. All care recipient and caregiver data shall be entered into the SAMS system in accordance with current Department instructions for data entry for traditional services.

LEGAL AND RELATED REFERENCES:

Older Americans Act Section 315;
 Connecticut State Agencies Regulations 17b-423-8:
 National Family Caregiver Support Program – Title III-E of the Older Americans Act; Administrative Charts for the National Family Caregiver Support Program; The CSRCP & NFCSP Request for Administrative Exception Form.

Disposition: Retain for Reference

Distribution: Area Agencies on Aging

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